



COUNTY OF SAN DIEGO  
**Great Government Through the General Management System – Quality, Timeliness, Value**  
DEPARTMENT OF HUMAN RESOURCES

CLASS SPECIFICATION

CLASSIFIED

ENVIRONMENTAL HEALTH TECHNICIAN

Class No. 004707

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■ CLASSIFICATION PURPOSE

To assist professional staff in the enforcement of environmental health compliance measures; and to perform related work as required.

■ DISTINGUISHING CHARACTERISTICS

This is the paraprofessional-level class in the Environmental Health Specialist series. Under general supervision, incumbents perform technical tasks related to environmental health regulatory activities. This class differs from the next higher class, Environmental Health Specialist Trainee, in that the latter receives on-the-job training necessary to meet State of California licensure requirements to qualify as a Registered Environmental Health Specialist.

■ FUNCTIONS

**The examples of functions listed in the class specification(s) are representative but not necessarily exhaustive or descriptive of any one position in the class(es). Management is not precluded from assigning other related functions not listed herein if such functions are a logical assignment for the position.**

Essential Functions:

1. Assists professional staff with inspections related to the enforcement of environmental health compliance measures.
2. Collects water, sewage, and vector samples at pools, beaches, and other locations to measure bacteria levels.
3. Prepares reports, charts, graphs, and other documents regarding findings.
4. Assists professional staff with the collection of environmental data.
5. Visits remote rural and urban sites to collect samples or assist with the collection of environmental data.
6. Answers the environmental health hot line or information line and represents the department at community outreach events.
7. Provides outreach materials to other agencies.
8. Works with professional staff in developing informational brochures.
9. Provides courteous, high quality service to members of the public by personally responding to requests for service or making appropriate referral.

■ KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Principles and theory of environmental health science.
- Inspection techniques used to investigate a variety of sanitary conditions.
- Telephone, office, and online etiquette.
- County customer service objectives and strategies.

Skills and Abilities to:

- Communicate effectively, orally and in written form.
- Handle public contact situations.
- Learn state health and safety codes and county sanitation ordinance.
- Communicate effectively with a variety of individuals representing diverse cultures and backgrounds and function calmly in challenging situations, which require a high degree of sensitivity, tact and diplomacy.
- Treat County employees, representatives of outside agencies and members of the public with courtesy and respect.

- Provide prompt, efficient and responsive service.
- Exercise appropriate judgment in answering questions and releasing information; analyze and project consequences of decisions and/or recommendations.

#### ■ EDUCATION/EXPERIENCE

Education, training, and/or experience that demonstrate possession of the knowledge, skills and abilities listed above. Examples of qualifying education/experience are:

1. An associate of science (A.S.) degree in biology, microbiology, zoology, chemistry, or a closely related field, OR
2. One (1) year of laboratory experience performing semi-technical tests on specimens and reagents, OR
3. One (1) year of experience as a Vector Control Aide or Agricultural Technician Aide in the County of San Diego, OR
4. Two (2) years of experience providing direct support in a technical environmental health field.

#### ■ ESSENTIAL PHYSICAL CHARACTERISTICS

**The physical characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the classification(s). Reasonable accommodation may be made to enable an individual with qualified disabilities to perform the essential functions of a job, on a case-by-case basis.**

Continuous upward and downward flexion of the neck. Frequent: sitting, repetitive use of hands to operate computers, printers and copiers. Occasional: walking, standing, bending and twisting of the neck, bending and twisting of waist, squatting, simple grasping, reaching above and below shoulder level, and lifting and carrying files weighing up to 10 pounds. May jump, hike, and climb in order to collect environmental data in remote/rural areas. May lift up to 50 pounds.

#### ■ SPECIAL NOTES, LICENSES, OR REQUIREMENTS

##### License

A valid California class C driver's license, which must be maintained throughout employment in this class, is required at time of appointment, or the ability to arrange necessary and timely transportation for field travel. Employees in this class may be required to use their own vehicle.

##### Certification/Registration

None Required.

##### Working Conditions

Office environment; exposure to computer screens. May be exposed to hazardous materials and be required to participate in the county's medical surveillance program. Exposure to various weather conditions. Occasional evening, weekend and holiday assignments required; extensive field travel in order to collect samples and perform inspections.

##### Background Investigation

Must have a reputation for honesty and trustworthiness. Misdemeanor and/or felony convictions may be disqualifying depending on type, number, severity, and recency. Prior to appointment, candidates will be subject to a background investigation.

##### Probationary Period

Incumbents appointed to permanent positions in this class shall serve a probationary period of 6 months (Civil Service Rule 4.2.5).

**New: October 23, 1987**  
**Revised: January 14, 2000**  
**Reviewed: Spring 2003**  
**Revised: June 15, 2004**